

For the attention of: PC James Johnson  
Licensing Support Unit  
Cleveland Police HQ  
Bridge Street West  
Middlesbrough  
TS2 1AB

**Licensing Act 2003**

**Al-Forno**

Unit 11-12  
Sandgate Park  
Bancroft Drive  
Ingleby Barwick  
Stockton on Tees  
TS17 5AA

Following discussions with Cleveland Police concerning the above premises, I confirm that I wish to amend my operating schedule to include the following:

1, A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.

The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed, whilst complying with Data Protection legislation.

CCTV will be capable of providing pictures of **evidential quality** in all lighting conditions, particularly facial recognition.

Cameras will encompass all ingress and egress to the premises, outside areas and all areas where the sale/supply of alcohol occurs.

There will be a minimum of 31 days recording.

The system will record for 24 hours a day.

The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer.

The Digital recorder will have the facility to be password protected to prevent unauthorised access, tampering, or deletion of images.

There will be at all times a member of staff who is trained in the use of the equipment and upon receipt of a request for footage from a governing body, such as Cleveland Police or any other Responsible Authority, be able to produce the footage within a reasonable time, e.g. 24hrs routine or less if urgently required for investigation of serious crime.

2, All staff will be fully trained and the training must include the laws relating to the sale of alcohol to underage persons, persons buying on behalf of under 18s (proxy sales) ,

persons appearing to be under the influence of alcohol and also the operation of the associated 'Challenge 25' policy. Staff will receive refresher training at least every 6 months.

3, Training records, signed by both the staff member and the Designated Premise Supervisor/Store Manager/Business Owner will be retained for future reference and shall be updated at least every 6 months. All staff training records will be made available to the Licensing Authority and/or Responsible Authorities upon request.

4, The business will maintain a refusals book to record all instances where the sale of alcohol has been refused. This shall include the date and time of the attempted sale, together with a description of the incident. The Designated Premise Supervisor/Store Manager/Business Owner will check and sign each page and the refusals book will be made available to the Licensing Authority and/or Responsible Authorities upon request.

5, The business will maintain an incident book to record all instances where the staff deal with people who have been unruly, drunk, abusive, aggressive or have committed criminal acts or have had to call police for such incidents. This shall include the date and time of the incident, together with a description of the incident and whether the police were called/attended. The Designated Premise Supervisor/Store Manager/Business Owner will check and sign each page and the incident book will be made available to the Licensing Authority and/or Responsible Authorities upon request.

6, There will be a minimum of two notices displayed on the premise indicating that the sale of alcohol to those under the age of 18 is illegal and that those adults who buy alcohol for immediate disposal to those under age the age of 18 are committing an offence.

7, The premises shall only operate as a restaurant;  
(i) In which customers are shown to their table,  
(ii) Where the supply of alcohol is predominantly by waiter or waitress service only

- (iii) Which provide food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non disposable crockery
- (iv) Which do not provide any take away service of food or drink for immediate consumption
- (v) Which do not provide any take away service of food and drink after 23:00hours

Notwithstanding the above, alcohol may be supplied and consumed in the bar area (designated on the plan) by up to a maximum at any one time, of 20 persons without a table meal.

8, The sale and supply of alcohol for consumption off the premises shall be restricted to alcohol consumed at the outside tables and chairs shown on the licence plan. Shall be predominantly by waiter or waitress service, served only to a person seated taking a substantial table meal there and for consumption by such a person as ancillary to their meal.

If my application is successful, I understand that these amendments will then form part of any conditions attached to the grant of the licence.

Signature:  \_\_\_\_\_

Print Name: PLOUNTERS

Position: OPPS MANAGER

Date: 26/5/17

For the attention of:

Environmental Health Consultation Officer  
Environmental Health  
PO Box 232  
16 Church Road  
Stockton on Tees  
TS18 1XD.

**LICENSING ACT 2003**

**RE: APPLICATION FOR A PREMISE LICENCE VARIATION My Ref: F29055**

**Re: Al Forno Unit 11/12 Sandgate Park Shopping Centre, Bancroft Drive,  
Ingleby Barwick Stockton-On-Tees TS17 5AA**


Further to your recent correspondence concerning the above. I confirm that if the above application is successful, I am willing to accept that the following Conditions be attached to the Licence.

Conditions

1. Refuse such as bottles shall be disposed of from the premises at a time when it is not likely to cause a disturbance to residents in the vicinity of the premises.
2. All external doors and windows shall be kept closed when regulated entertainment is being provided except in the event of an emergency. Any music played within the premises shall not cause a disturbance at the nearest residential premises. Any music shall be played indoors only.
3. The licence holder or his representative shall conduct periodic assessments of the noise coming from the premises when used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments and shall include, the time and date of the checks, the person making them and the results including any remedial action. All records shall be retained for one year.
4. Use appropriate management controls to reduce the likelihood of customers causing noise disturbance to local residents when vacating the premises. This should include placing at all exits from the premises, in a place where they can be seen and easily read by the public, notices requiring customers to leave the premises and the area quietly. (Note, this may also include a reference to vehicles)
5. The use of the beer garden by customers shall be limited from 09:00 to 22:00. There shall be no music played in the beer garden, and no use of flood lighting likely to cause a nuisance to local residential properties.
6. The ventilation and extraction system shall be operated and maintained in accordance with the manufacturers recommendations including the frequency of replacement of any filters.
7. Install and maintain a grease filter to the drainage system.

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8. Any odours created from cooking on the premises shall be adequately vented and/or provided with odour control so that they do not cause a nuisance to nearby premises.
9. There shall be provided at the premises containers for the storage and disposal of waste foods and other refuse from the premises. Those containers shall be constructed, maintained, and located so that access to them by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents.

Signature: 

Print Name: ERDAL KUZGUN

Position: managing Director